

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Middle School Principal (Grades 6 – 8)	Reference: 161207
Function/Department	Middle School	Location: Stamford
Manager Name & Title	Superintendent	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The Middle School Principal is a member of the Academic Examination Board and Secondary School Management Team. He or she oversees the academic and pastoral programs of the middle school and is expected to support the school vision and mission, as well as the strategic intent and initiatives set forth by the school-wide Leadership Team.

Responsibilities

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Primary areas of responsibility & accountability:

- Lead the academic and pastoral program of the middle school in conjunction with the school’s strategic plan, the MYP, AERO standards, and any other academic standards as identified by the school.
- Assume day-to-day responsibility for the management of middle school academics, attendance, discipline, and safeguarding of students.
- Ensure that operational functions and budgets of the middle school are adhered to and followed.
- Understand and support Cognita compliance rules, including but not limited to child safeguarding requirements.
- Collaborate with the High School Principal, Middle School Heads of Grade, MYP Coordinator and Director of Curriculum.
- Lead the observation and evaluation process of teachers
- Lead the screening and hiring of teachers in conjunction with administrative team and High School Principal
- Take a primary leadership role in the transition of the Grade 5-6 Transition
- Communicate regularly with faculty, staff and parents through requisite bulletins, myStamford, etc.
- Provide support for the implementation and planning of the Academic Field Studies program
- Contribute to the creation and support of secondary events that impact middle school (assemblies, presentations, etc.)
- Participate as a member of the Secondary School Management Team and the Academic Examination Board
- Collaborate with the sub coordinator to arrange coverage of teachers as needed
- Develop and maintain duty rosters and monitor duty supervision
- Assist in organization and attendance of events impacting middle school such as community information sessions, parent meetings, etc.
- Provide campus coverage during holidays in liaison with administrative colleagues
- Any other reasonable duties delegated by the Superintendent

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Position Requirements	
<ul style="list-style-type: none"> Ability to lead initiatives with staff and students in order to build school culture aligned with the school vision Problem solver Positive attitude toward challenges Strong organizational and communication skills Effective collaborator and team-member Excellent interpersonal and time management skills Exemplifies the IB learner profile – knowledgeable, inquirer, open-minded, principled, caring, communicator, risk taker, thinker, balanced, reflective Resilient - able to work long hours depending on the demands of the job at various times throughout the year 	
Qualifications	
<ul style="list-style-type: none"> Master’s degree or equivalent in educational leadership / administration (preferred) At least 5 years of International teaching and administrative leadership experience Knowledge of the Middle Years Programme of the International Baccalaureate Organization (required) Experience in EAL environments and international school communities 	
Contacts	
<ul style="list-style-type: none"> Interfaces with Middle School Deputy Principal, High School Principal, High School Deputy Principal, Academic Dean, Curriculum Coordinator, Middle School Counsellor, Registrar, Heads of Grade, and Heads of Departments. 	
Working Conditions	
<ul style="list-style-type: none"> Based at the Stamford American International School campuses with occasional travel for the purpose of training/professional development. 5 days/week plus weekend and holiday duties as required. Administrators work during the holiday period to manage campus affairs. 	
Terms of Employment	
<ul style="list-style-type: none"> Working Hours Annual Leave Medical Benefits: Sick Leave/Hosp: Probation Period: Pre-medical exam: Referee request: Background Check: 	<ul style="list-style-type: none"> 8:00 am – 5:00 pm, Monday to Friday 30 working days Medical insurance provided where applicable 14 days sick leave and upto 60 days hospitalization leave (inclusive of sick leave) 3 months from date of commencement Required Required Required